

State/Employer Contact and Program Information

State New Hire Reporting

This document provides state-specific information about new hire reporting contact information, reporting time frame, data elements (mandatory and optional), method of transmission, and whether the state requires or requests/allows the reporting of independent contractors.

Contact Information	Reporting Timeframe (non-magnetic media only)	Data Elements	Method of Transmission	Reporting Independent Contractors?
Alabama Phone: 334-206-6020 Fax: 334-206-6020 E-mail: newhire@dir.alabama.gov Website: www.dir.alabama.gov/nh/	Within 7 days of hiring or re-employment. May be subject to administrative penalty up to \$25 for each violation.	W-4 elements; first day of work; new hire, recall or job refusal (if employee received a job offer) indicators; Employer's FEIN, complete business name, mailing address, phone number, fax number: Full contact name and job title	Fax or mail if the employer has four or less employees; otherwise, file electronically via the internet.	No
Alaska Phone: 907-269-6089 Phone: 877-269-6685 (Alaska only) Fax: 907-787-3197 or Fax: 907-787-3181 Fax: 907-269-6813 or Fax: 907-269-6914 Website: www.childsupport.alaska.gov/employers/employer_information.asp	20 days	W-4 elements, date of birth, date of hire, employer's state EIN	mail, fax, website	Yes
Arizona Phone: 888-282-2064 (New Hire) Phone: 602-252-4045 (Child Support) Fax: 888-282-0502 E-mail: contact@az-newhire.com Website: www.az-newhire.com	20 days	W-4 elements	phone, mail, fax, magnetic tape, cartridge tape, diskette, website, FTP, EFT	No

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Arkansas Phone: 800-259-2095 Phone: 501-376-2125 Fax: 800-259-3562 Fax: 501-376-2682 E-mail: ar-newhire@policy-studies.com Website: www.ar-newhire.com	20 days	W-4 elements; Optional: date of birth, date of hire, state of hire	mail, fax, magnetic tape, cartridge tape, diskette, website	No
California Phone: 800-796-3524 Fax: 916-319-4400 E-mail: electronic.commerce@edd.ca.gov Website: www.edd.ca.gov/payroll_taxes/new_hire_reporting.htm	20 days	W-4 elements; date of hire, and State Employer Account Number	mail, fax, internet upload, electronically	Yes, if paid \$600 or more per calendar year
Colorado Phone: 800-696-1468 Phone: 303-297-2849 Fax: 303-297-2595 Website: www.newhire.state.co.us	20 days	W-4 elements	mail, fax, magnetic tape, cartridge tape, diskette, website	No

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Connecticut Phone: 860-263-6310 (New Hire) Phone: 800-228-5437 (Child Support) Fax: 800-816-1108 E-mail: dol.ctnewhires@po.state.ct.us Website: www.ctnewhires.com	20 days	W-4 elements; date of hire; Optional: CT unemployment insurance number, contact name, and phone	mail, fax, website, FTP	As of Oct 1, 2003, report ICs if over \$5000/year payment is anticipated.
Delaware Delaware State Directory of New Hires PO Box 90370 Atlanta, GA 30364 Phone: (855) 481-0018 Fax: (855) 481-0047 Website: newhire.dhss.delaware.gov	20 days	W-4 elements, date of hire	Online reporting, secure web transfer, SSL file transfer, fax, mail	Yes
District of Columbia Phone: 877-846-9523 Fax: 877-892-6388 E-mail: contact@dc-newhire.com Website: www.dc-newhire.com	20 days	W-4 elements; occupation, insurance availability; Optional: date of birth, date of hire, insurance eligibility date, and salary.	phone, fax, mail, diskette, CD, cartridge tape (will not be returned to employer), secure file transfer from web, website and internet upload	No

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Florida Phone: 888-854-4791 (New Hire Customer Service) Phone: 850-656-3343 (New Hire Direct Line) Fax: 888-854-4762 (New Hire Customer Service Line) Fax: 850-656-0528 (New Hire Direct Line) E-mail: newhireinfo@dor.state.fl.us Website: www.fl-newhire.com	20 days	W-4 elements; date of hire, address for income withholding order; Optional: date of birth, FL unemployment compensation account number, medical insurance availability	phone, mail, fax, magnetic tape, cartridge tape, diskette, website, FTP, internet upload	No
Georgia Phone: 888-541-0469 Phone: 404-525-2985 Fax: 888-541-0521 Fax: 404-525-2983 (Local) E-mail: ga-newhire@policy-studies.com Website: www.ga-newhire.com BBS or FTP: 404-523-5863	10 days	W-4 elements; date of birth, date of hire, employer's phone number, state of hire; Optional: medical insurance availability	phone, mail, fax, magnetic tape, cartridge tape, diskette, website, FTP	No
Guam Phone: 671-475-3360 Fax: 671-477-6118 E-mail: child.support@guamcse.net Website: www.guamcse.net	20 days	W-4 elements; date of birth	mail, fax	Yes, for Guam government contractees

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Hawaii Phone: 808-692-7029 Fax: 808-692-7001 Website: http://hawaii.gov/ag/csea/main/info_for_employers/	20 days	W-4 elements; date of hire, Optional: state of hire, state EIN and employee's date of birth	fax, mail, USB flash drive, cd; FTP upon request	No
Idaho Phone: 800-627-3880 Phone: 208-332-8941 Fax: 208-332-7411 E-mail: newhire@labor.idaho.gov Website: https://labor.idaho.gov/newhire	20 days	W-4 elements; date of hire, re-hires, employer's unemployment insurance account number	mail, fax, diskette, website, e-mail	No
Illinois Shedrick C. Woods, Manager Phone: 800-327-HIRE [4473] (Customer Service) Phone: 312-793-0322 (New Hire) Phone: 312-793-6298 (Magnetic Media Technical Support) Fax: 217-557-1947 E-mail: des.nhire@illinois.gov Website: www.ides.state.il.us/employer/new-hire.asp	20 days	W-4 elements; estimated monthly wages - (IL employers with 250 or more employees) Optional: date of hire, address for income withholding orders	mail, fax, magnetic cartridge & diskette, website and e-mail	No

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Indiana Phone: 866-879-0198 Phone: 317-612-3028 Phone: 866-879-0198, ext. 111 (Technical Support) Fax: 800-408-1388 Fax: 317-612-3036 E-mail: in-newhire@policy-studies.com Website: www.in-newhire.com	20 days	W-4 elements; date of hire, Optional: date of birth, state of hire; medical insurance	mail, fax, magnetic tape, cartridge tape, diskette, website, e-mail, FTP, EFT	No

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Iowa Phone: 877-274-2580 Fax: 800-759-5881 E-mail: csrue@dhs.state.ia.us Website: www.iowachildsupport.gov	15 days	W-4 elements; date of birth, date of hire, employer's phone, medical insurance availability, date of med insurance qualification, address for income withholding	online or upload via website, mail, fax	Yes* * Definition of a "contractor" in Iowa: Who is 18 years of age or older; Who performs labor in IA and to whom a payor of income makes payments which are not subject to income withholding for child support; For whom the payor of income is required by the IRS to file a 1099 MISC form; and Who is a natural, individual person, NOT a corporation, government, business trust, estate, partnership, or other legal entity, however organized.

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Kansas Phone: 888-219-7801 Phone: 785-296-1716 Fax: 888-219-7798 Fax: 785-291-3423 E-mail: newhires@dol.ks.gov Website: www.dol.ks.gov	20 days	W-4 elements; date of hire, FEIN and address for withholding orders	fax, mail, CD-Rom, diskette, website	No
Kentucky Phone: 800-817-2262 Fax: 800-817-0099 E-mail: contact@ky-newhire.com Website: https://ky-newhire.com/	20 days	W-4 elements; Optional: date of birth, state of hire, date of hire, KY employer ID number, medical insurance availability, contact phone	US mail, fax, magnetic tape, diskette, website, file upload via internet	No
Louisiana Phone: 888-223-1461 Fax: 888-223-1462 E-mail: la-newhire@policy-studies.com Website: www.la-newhire.com	20 days	W-4 elements; Optional: birth date, date of hire (first day employee works for pay), insurance availability, salary and occupation, Marital Status and Salary Frequency (hourly, weekly, monthly etc.)	phone, mail, fax, disks, secure file transfer from website, and web entry (disk and CD's will not be returned to the employer)	No

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Maine Phone: 800-845-5808 Phone: 207-624-7880 Fax: 800-437-9611 Fax: 207-287-6882 E-mail: maine.newhire@state.me.us New Hire Website: https://portal.maine.gov/newhire/ Employer Website: http://www.maine.gov/dhhs/ofi/dser/employer/index.html	7 days	W-4 elements; date of birth, date of hire/rehire, employer's Maine Dept. of Labor number and phone number; Optional: availability of medical insurance coverage, income, income frequency, occupation, employee's phone number	website, secure file transfer, e-mail, fax, mail, phone	Yes, for the state when acting as a contracting agency and any contractor who contracts with the state, or subcontractor thereof (per ME LD 629).
Maryland Phone: 410-281-6000 (Customer Service) Fax: 888-657-3534 Fax: 410-281-6004 E-mail: md-newhire@policy-studies.com Website: www.mdnewhire.com	20 days	W-4 elements; date of hire, MD unemployment account number (SUIN); medical insurance availability, starting wage/salary, pay frequency; Optional: date of birth, gender, employer contact, phone, and fax	mail, fax, magnetic tape, cartridge tape, diskette, website, e-mail	No

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Massachusetts Robert P. Marotta, Project Manager Phone: 617-887-7607 Fax: 617-887-7560 E-mail: marotta@dor.state.ma.us Website: http://www.mass.gov/dor/child-support/employers/new-hire-reporting/	14 days	W-4 elements; date of hire or reinstatement	website, fax, mail Mail to: DOR PO Box 55141 Boston, MA 02205 - 5141	Yes, if paid \$600 or more/year
Michigan Michigan New Hires Operation Center Phone: 800-524-9846 Fax: 877-318-1659 (5 or fewer per week) E-mail: mi-newhire@policy-studies.com Website: www.mi-newhire.com	20 days	W-4 elements; date of hire; Optional: date of birth, driver's license number	mail, fax, magnetic tape, cartridge tape, diskette, phone, website, FTP	No

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Minnesota Phone: 800-672-4473 Phone: 651-227-4661 Fax: 651-227-4991 Fax: 800-692-4473 E-mail: mn-newhire@policy-studies.com Website: www.mn-newhire.com FTP: ftp.mn-newhire.com EFT: 651-222-4539 EFT: 888-305-7101	20 days	W-4 elements; first date of service for pay; Optional: date of birth, date of hire, state of hire, employer contact and phone number	phone, mail, fax, magnetic tape, cartridge tape, diskette, FTP, EFT, website	The state and all political subdivisions of the state are required to report ICs; Optional for private employers
Mississippi Phone: 800-241-1330 Fax: 800-937-8668 E-mail: contact@ms-newhire.com Website: www.ms-newhire.com	15 days	W-4 elements; date of hire, contact name, state EIN; Optional: date of birth, state of hire, gender	mail, fax, magnetic tape, cartridge tape, diskette, website, e-mail, CD	No

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Missouri Missouri Employer Reporting Services Phone: 888-663-6751 Fax: 573-526-8079 Website: https://www.missouriemployer.dss.mo.gov/	20 days	W-4 elements, date of hire; Optional: employer payroll address, employee date of birth, employment type (full, part-time or temporary), employee state of hire (This is required if reporting as a multistate employer), employee eligible for health insurance	online or upload via website, FTP, mail, fax	No
Montana Phone: 888-866-0327 Phone: 406-444-9290 Fax: 888-272-1990 Fax: 406-444-0745 E-mail: mprevel@mt.gov Website: www.dphhs.mt.gov/csed/relatedtopics/employerinformation.shtml Website: https://js.hhs.mt.gov:8643/nhrs/nh/index (Internet Upload)	20 days	W-4 elements; date of hire, employer's FEIN, phone, fax; Optional: date of birth, state of hire, employee's home and work phones, medical insurance availability, date of qualification	phone, mail, fax, diskette, e-pass, internet upload, CD	No

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Nebraska Karen Swenson Phone: 402-471-7361 E-mail: karen.swenson@nebraska.gov Phone: 888-256-0293 (New Hire) Phone: 877-631-9973 (Child Support) Fax: 866-808-2007 Website: www.ne-newhire.com	20 days	W-4 elements; date of hire; Optional: state of hire, employer contact and phone number, date of birth, medical insurance availability	mail, fax, magnetic tape, cartridge tape, diskette, website, FTP	Yes
Nevada Phone: 888-639-7241 Phone: 775-684-6370 Fax: 775-684-6379 E-mail: cakoch@nvdetr.org Website: http://www.welfare.state.nv.us/child/newhires.htm#newhire	20 days	W-4 elements; Optional: date of birth, date of hire, state of hire, NV EIN	mail, fax, magnetic tape, diskette, FTP	No
New Hampshire Phone: 800-803-4485 (Employment Security Office) Phone: 603-229-4371 (Employment Security Office - New Hire) Fax: 603-229-4324 E-mail: linda.m.nalette@nhes.nh.gov Website: www.nhes.state.nh.us	20 days	W-4 elements; NHES employer account number, employer's phone; Optional: date of hire, contact, work state, type of hire (employee or contractor)	mail, fax, magnetic tape, CD, diskette	Yes

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New Jersey Phone: 877-NJ HIRES [654-4737] Fax: 800-304-4901 E-mail: nj-newhire@policy-studies.com Website: www.nj-newhire.com	20 days	W-4 elements; date of hire Optional: gender	phone, mail, fax, diskette, electronic files, ftp, website, e-mail	Yes
New Mexico Phone: 800-288-7207 (in NM - Child Support) Phone: 800-585-7631 (outside NM ; Child Support) Phone: 888-878-1607 Fax: 888-878-1614 E-mail: nm-newhire@policy-studies.com (Not for New Hire reporting) Website: www.nm-newhire.com	20 days	W-4 elements; Optional: date of birth, date of hire, state of hire, employer's payroll address, contact, phone, medical insurance availability	phone, mail, fax, magnetic tape, cartridge tape, diskette, website, FTP	No
New York Phone: 800-972-1233 Phone: 518-320-1079 (including multistate & magnetic information) Fax: 518-320-1080 E-mail: childsupport.fc-ny@acs-inc.com Website: http://www.tax.ny.gov/bus/wt/newhire.htm	20 days	W-4 elements; Optional: date of hire if dependent health insurance benefits are available and the date the employee qualifies for the benefits	mail, fax, magnetic tape, cartridge tape, diskette	Yes

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North Carolina Phone: 888-514-4568 (New Hire) Fax: 866-257-7005 E-mail: nc-newhire@policy-studies.com Website: www.ncnewhires.com	20 days	W-4 elements; state EIN; Optional: date of birth, date of hire, employer contact, phone	mail, fax, magnetic tape, cartridge tape, diskette, website	No
North Dakota Phone: 800-755-8530 Phone: 701-328-3582 TTY Service: 800-366-6889 Fax: 701-328-5497 E-mail: sohire@nd.gov Website: www.childsupportnd.com	20 days	W-4 elements; date of hire, whether employer offers health insurance; Optional: date of birth,	website, web file transfer, mail, fax	No
Ohio Phone: 888-872-1490 Phone: 614-221-5330 Fax: 888-872-1611 Fax: 614-221-7088 E-mail: contact@oh-newhire.com Website: www.oh-newhire.com	20 days	W-4 elements; date of birth, date of hire, state of hire; Optional: gender, Earned Income Tax Credit claim, date of termination	mail, fax, magnetic tape, cartridge tape, diskette, website, ftp, internet secure file transfer	Yes, if paid over \$2,500 or more per year. Please include dates payment will begin and length of contract service.

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Oklahoma Phone: 800-317-3785 Phone: 405-557-7133 Phone: 405-557-7297 (Technical Information) Fax: 800-317-3786 Fax: 405-557-5350 E-mail: newhire@oesc.state.ok.us Website: https://www.ok.gov/oesc/index.php?c=8&sc=2	20 days	W-4 elements; state of hire, date of hire (first day of work); Optional: occupation, salary, date of birth, OK employer account # (assigned by OESC), availability of health insurance for dependents, recall (rehire) date	mail, fax, CD, diskette, website	No
Oregon Phone: 503-378-2868 Phone: 866-907-2857 Fax: 877-877-7415 Fax: 503-378-2863 Fax: 503-378-2864 E-mail: employer.reports@doj.state.or.us Website: www.Oregonchildsupport.gov/employers/Pages/index.aspx	20 days	W-4 elements; Optional: employer contact name, number and address for withholding orders, employer State Employer Identification Number, date of birth, date of hire	mail, fax, cartridge tape, diskette, CD and FTP, Oregon Employer Services Portal	No

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Pennsylvania Pennsylvania Phone: 888-PAHIRES [724-4737] Fax: 866-748-HIRE [4473] E-mail: ra-li-cwds-newhire@state.pa.us [For questions only] Mailing Address: Commonwealth of Pennsylvania New Hire Reporting Program PO Box 69400 Harrisburg, PA 17106-9400 Program Website: www.cwds.state.pa.us [OR www.pacareerlink.state.pa.us] For manual secure SFTP: https://dliftp.state.pa.us For automatic/scripted secure SFTP: 164.156.70.163 Contact the Program for username and password information to initiate secure SFTP account setup. Program will contact the employer with login instructions to SFTP via the SFTP resource account: ra-li-cwds-newhiresf@state.pa.us	20 business days	W-4 elements; date of hire (first day of work), employer contact name and phone; Optional: date of birth	Preferred: web site (data entry or file upload) Other: SFTP, fax, mail Note: data transmission via email attachment is NOT accepted.	No
Puerto Rico Phone: 787-754-5353 Fax: 787-765-1313	20 days	W-4 elements; employer's state ID number, date of birth, date of hire, state of hire, salary	mail, fax	No

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Rhode Island Fax: 888-430-6907 E-mail: contact@ri-newhire.com Website: www.ri-newhire.com	14 days	W-4 elements; medical insurance availability, date of availability; Optional: date of birth, date of hire, state of hire, payroll address	phone, mail, fax, magnetic tape, cartridge tape, diskette, website, internet upload, FTP	No
South Carolina Phone: 888-454-5294 (New Hire) Phone: 803-898-9235 (New Hire) Phone: 800-768-5858 (Child Support) Fax: 803-898-9100 Website: www.scnewhire.com	20 days	W-4 elements, date of hire; Optional: date of birth, employer's phone number	mail, fax, internet upload, website, FTP	No
South Dakota Phone: 888-827-6078 Phone: 605-626-2942 Fax: 888-835-8659 Fax: 605-626-2842 Website: www.sdjobs.org	20 days	W-4 elements, date of hire; Optional: date of birth, state of hire	phone, mail, fax, cartridge tape, diskette, website	No

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Tennessee Phone: 888-715-2280 Fax: 877-505-4761 E-mail: support@tnnewhire.com Website: www.tnnewhire.com FTP: maxpost.maximus.com	20 days Optional: 5 days (recommended to help detect fraud in UI and WC programs)	W-4 elements; date of hire; Optional: date of birth, state of hire, gender, medical insurance availability, Earned Income Tax Credit availability, payroll address, whether employee has been terminated; store or location number, if available	phone (up to 2), mail, fax, magnetic tape, cartridge tape, diskette, website, internet upload, secure FTP	No
Texas Phone: 800-850-6442 (Employer Line) Phone: 800-252-8014 (Child Support) Fax: 800-732-5015 E-mail: employer.newhire@cs.oag.state.tx.us Website: www.employer.oag.state.tx.us	20 days	W-4 elements; date of hire Optional: date of birth, state of hire, TX EIN, salary, salary frequency, contact name, payroll address	phone, mail, fax, website, FTP, DTS	No
Utah Phone: 800-222-2857 Phone: 801-526-9235 Fax: 801-526-4391 E-mail: nbradfo@utah.gov Website: jobs.utah.gov/UI/Employer/Login.aspx	20 days	W-4 elements, date of hire; Optional: date of birth,	phone (up to 3), mail, fax, CD, website, EFT, online, SSH	No

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Vermont Phone: 800-786-3214 (Child Support) Phone: 802-828-4344 Fax: 802-828-4286 E-mail: OCSCSU@state.vt.us Website: www.labor.vermont.gov	10 days	W-4 elements; date of hire	mail, fax, magnetic tape, cartridge tape, diskette, website, EFT	No
Virgin Islands Phone: 340-776-3700, ext. 2038 Fax: 340-774-5908 E-mail: newhire@usvi.org	20 days	W-4 elements; date of birth, date of hire, state of hire; Optional: employer's unemployment insurance ID number	mail, fax, e-mail, diskette	No
Virginia Phone: 800-979-9014 Phone: 804-771-9733 Fax: 800-688-2680 Fax: 804-771-9709 E-mail: va-newhire@policy-studies.com Website: www.va-newhire.com FTP: www.va-newhire.com Modem: 804-771-9768	20 days	W-4 elements; employee's start date; Optional: date of birth, insurance availability.	mail, fax, cartridge, CDs (will not be returned to employer), diskette, website, secure file transfer from web, modem (ProComm/EFT)	No

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Contact Information	Reporting Timeframe (non-magnetic media only)	Data Elements	Method of Transmission	Reporting Independent Contractors?
Washington Phone: 800-562-0479 (New Hire) Phone: 800-591-2760 (Employer Ombudsman) Fax: 800-782-0624 Website: www.childsupportonline.wa.gov	20 days	W-4 elements; date of birth	phone, mail, fax, website, FTP, internet upload	No
West Virginia Phone: 877-625-4669 (New Hire) Phone: 304-346-9513 Fax: 877-625-4675 Fax: 304-346-9518 Website: www.wv-newhire.com	14 days	W-4 elements; first day employee performs work for pay (date of hire), date of birth	phone, mail, fax, diskette, website	Yes
Wisconsin Phone: 888-300-4473 Fax: 800-277-8075 E-mail: contact@wi-newhire.com Website: http://dwd.wisconsin.gov/uinh/ Website: www.wi-newhire.com	20 days	W-4 elements; date of hire; Optional: date of birth	phone, mail, fax, magnetic tape, cartridge tape, diskette, CD, FTP, website	No

State/Employer Contact and Program Information

State New Hire Reporting

This document provides state-specific information about new hire reporting contact information, reporting time frame, data elements (mandatory and optional), method of transmission, and whether the state requires or requests/allows the reporting of independent contractors.

Contact Information	Reporting Timeframe (non-magnetic media only)	Data Elements	Method of Transmission	Reporting Independent Contractors?
Wyoming Phone: 800-970-9258 Fax: 800-921-9651 Website: www.wy-newhire.com	20 days	W-4 elements; date services for remuneration were first performed; Optional: date of birth, date of hire, employer contact and phone number, medical health insurance	mail, fax, magnetic tape, cartridge tape, diskette (pre- formatted upon request), website, FTP	No